### **ROPS 16-17 A&B Admin Cost Allowance Estimated Expenditures**

| Staff member   | City<br>Manager | Deputy<br>City Manager | Finance<br>Director | Junior<br>Accountant | AP<br>Clerk | Comm Dev<br>Director | Code<br>Enforcement |          | Public Works<br>Field Staff | City<br>Treasurer |          | Executive Assistant to City Manager |                     |
|--|-----------------|------------------------|---------------------|----------------------|-------------|----------------------|---------------------|----------|-----------------------------|-------------------|----------|-------------------------------------|---------------------|
| Activity   |                 | ,                      |                     |                      |             |                      |                     |          |                             |                   | ,        |                                     |                     |
| 1) ROPS Preparation and related activities   | 2.00            | 2.00                   | 16.00               | 16.00                | -           | 3.00                 | -                   | -        | -                           | 2.00              | 4.00     | 4.00                                | 49.00               |
| a) Discuss ROPS with DoF and County A-C  |                 |                        |                     |                      |             |                      |                     |          |                             |                   |          |                                     | -                   |
| 2) Retirement Tax Levy Settlement Negotiations   | -               | -                      | -                   | -                    | -           | -                    | -                   | -        | -                           | -                 | -        | -                                   | -                   |
| 3) OB Meetings - Staff meeting, preparation and discussion of reports                        | 1.00            | 1.00                   | 4.00                | 2.00                 | -           | 4.00                 | -                   | -        | -                           | -                 | -        | -                                   | 12.00               |
| 4) SA Meetings - Staff meeting, preparation of Agenda, discussion of reports, etc.           | 1.00            | 1.00                   | 4.00                | 3.00                 | -           | 2.00                 | -                   | -        | -                           | -                 | 4.00     | 4.00                                | 19.00               |
| 5) Correspondence with Bank re: Refunded TABs  | -               | -                      | 4.00                | 2.00                 | -           | -                    | -                   | -        | -                           | -                 | -        | -                                   | 6.00                |
| Correspondence with Fitch regarding bond rating  | -               | -                      | -                   | -                    | -           | -                    | -                   | -        | -                           | -                 | -        | -                                   | -                   |
| 7) Review of related legislation (AB 1450, SB 107)   | 2.00            | 1.00                   | 5.00                | 5.00                 | -           | 5.00                 | -                   | -        | -                           | -                 | -        | -                                   | 18.00               |
| 8) Accounting for SA   | -               | -                      | 2.00                | 20.00                | 26.00       | -                    | -                   | -        | -                           | 12.00             | -        | -                                   | 60.00               |
| 9) Reporting SA Fiduciary Fund in CAFR   | -               | -                      | 10.00               | 10.00                | -           | -                    | -                   | -        | -                           | -                 | -        | -                                   | 20.00               |
| 10) LAUSD lawsuit  | 1.00            | 1.00                   | 5.00                | 3.00                 | -           | -                    | -                   | -        | -                           | -                 | -        | -                                   | 10.00               |
| 11) Property Management for SA owned properties (Parking lots and 1320 San Fernando)*        | 5.00            | 5.00                   | -                   | -                    | -           | 40.00                | -                   | -        | -                           | -                 | -        | -                                   | 50.00               |
| 12) Enforcement Activity for SA Properties (Parking lots and 1320 San Fernando)**            | -               | 26.00                  | -                   | -                    | -           | 26.00                | 100.00              | 100.00   | 100.00                      | -                 | -        | -                                   | 352.00              |
| 13) Implementation of LRPMP***   | 280.00          | 220.00                 | 220.00              | 20.00                | -           | 360.00               | -                   | -        | -                           | -                 | -        | -                                   | 1,100.00            |
|  | 292.00          | 257.00                 | 270.00              | 81.00                | 26.00       | 440.00               | 100.00              | 100.00   | 100.00                      | 14.00             | 8.00     | 8.00                                |                     |
| Staff Cost:  | 42,817.31       | 26,719.35              | 26,772.84           | 7,301.68             | 2,109.38    | 49,711.54            | 6,911.06            | 5,829.33 | 5,408.65                    | 504.81            | 466.35   | 466.35                              |                     |
|  |                 |                        |                     |                      |             |                      |                     |          |                             |                   | Subtotal | \$ 175,019                          |                     |
| Police Services - Response and patrol of SA Properties (approx. 1 officer @ 2 hour per 24 ho | ur day)         |                        |                     |                      |             |                      |                     |          |                             |                   |          | 39,483                              | 2 hours per day     |
| Maintenance at SA Parking lots (trash removal, weed abatement, landscaping, etc.)            |                 |                        |                     |                      |             |                      |                     |          |                             |                   |          | •                                   | 1 hour per work day |
| Graffiti Removal at SA properties (4hrs/month)   |                 |                        |                     |                      |             |                      |                     |          |                             |                   | _        | 3,287                               | 4 hours per month   |
| Street sweeping at SA parking lots   | 7,000           |                        |                     |                      |             |                      |                     |          |                             | TOTAL STAI        | F COSTS: | 230,770                             |                     |
| Fence rental @ 1320 San Fernando   | 3,000           |                        |                     |                      |             |                      |                     |          |                             |                   |          |                                     |                     |
| HdL - Property tax administrative services   | 2,500           |                        | NOTES:              |                      |             |                      |                     |          |                             |                   |          |                                     |                     |

## Other overhead costs (20% of Contract/Operating Costs)

Olivarez Madruga - Legislative update - General counsel

Van Lant & Fankhanel

Purchase check stock, ink, printer maintenance, finance software support, 4,500 lease of space and utilities, payroll related to SA staff costs, liability insurance premiums, etc.

TOTAL CONTRACT/OPERATING COSTS: \$

TOTAL 257,769.53

5,000

5,000

22,500

Item 11) Includes ongoing work from CM, Deputy CM/PW Director, and CD Director on management of former SA currently being used as surface parking lots and vacant land.

Item 12) Includes ongoing work from Deputy CM/PW Director, CD Director, Code Enforcement, Graffiti Abatement, and PW Field Staff to address illegal dumping, maintenance of shared trash facilities located on-site, removal of trash and debris, and graffiti removal services during the 12-month period.

Item 13) Includes ongoing work from CM, Deputy CM/PW Director, CD and Finance Directors, and Junior Accountant assessing redevelopment opportunities for the former SA land held for future development including possible infill and mixed-use development opportunities as well as needed infrastructure upgrades to said sites to facilitate said future development opportunities.

# **Breakdown of Hourly Rates**

| Tatal | Coct |
|-------|------|
| Total | LOSE |

|                                 | Salary & Benefits | Overhead* | of Employee | Hourly Rate** |
|---------------------------------|-------------------|-----------|-------------|---------------|
| City Manager                    | 244,000           | 61,000    | 305,000     | 146.63        |
| Community Development Director  | 188,000           | 47,000    | 235,000     | 112.98        |
| Deputy City Manager             | 173,000           | 43,250    | 216,250     | 103.97        |
| Finance Director                | 165,000           | 41,250    | 206,250     | 99.16         |
| Police Officer                  | 150,000           | 37,500    | 187,500     | 90.14         |
| City Clerk                      | 135,000           | 33,750    | 168,750     | 81.13         |
| Junior Accountant               | 115,000           | 28,750    | 143,750     | 69.11         |
| City Treasurer                  | 113,948           | 28,487    | 142,435     | 68.48         |
| Executive Asst to City Manager  | 105,000           | 26,250    | 131,250     | 63.10         |
| Code Enforcement Officer        | 97,000            | 24,250    | 121,250     | 58.29         |
| Graffiti Abatement Officer      | 97,000            | 24,250    | 121,250     | 58.29         |
| AP Clerk                        | 90,000            | 22,500    | 112,500     | 54.09         |
| Public Works Maintenance Worker | 90,000            | 22,500    | 112,500     | 54.09         |

<sup>\*</sup>Overhead rate is 25%

## **Overhead Calculation:**

| Direct | Service | Departm | ents: |
|--------|---------|---------|-------|
|        |         |         |       |

| Community Development              | 821,886    |     |
|------------------------------------|------------|-----|
| Police Department                  | 6,099,275  |     |
| Public Works                       | 929,686    |     |
| Water Utility                      | 4,541,940  |     |
| Sewer Utility                      | 5,064,428  |     |
| Recreation and Community Service   | 957,563    |     |
| Fire Dept.                         | 2,800,000  |     |
|                                    | 21,214,778 | 75% |
| Support Services (Overhead):       |            |     |
| Administration                     | 1,406,431  |     |
| Risk Management                    | 1,747,352  |     |
| Equipment Maintenance              | 738,715    |     |
| Facility Maintenance               | 927,596    |     |
| Finance and IT                     | 2,407,811  |     |
|                                    | 7,227,905  | 25% |
| Total FY 2015-16                   |            |     |
| Governmental and Proprietary Funds | 28,442,683 |     |
|                                    |            |     |

| Average Annual Leave | Vacation | Sick | Holiday | TOTAL |
|----------------------|----------|------|---------|-------|
| Management           | 120      | 200  | 96      | 416   |
| Miscellaneous        | 140      | 96   | 96      | 332   |
| Public Safety        | 120      | 96   | 144     | 360   |

<sup>\*\*</sup>Hrly rate based on 2,080 hours/year